



Master Gardener Foundation of Kitsap County

Promoting long term environmental health through sound and sustainable horticultural practices.

The purposes of this non-profit Foundation are solely educational and charitable to enhance and supplement the effort of the WSU Master Gardener Program and thereby provide education and information to the citizens of Kitsap County.

May 4, 2011 Board Meeting Minutes

CALL TO ORDER

President Mary-Cathern Edwards called the regular monthly Master Gardener Foundation board meeting to order at 1:00 PM on Wednesday, May 4, 2011 at the Eagles Nest, Kitsap County Fairgrounds in Bremerton, WA.

Other Board members in attendance were: Judith Martin, Vice President, Fred Abrahamson, Treasurer, Jane Dower, Secretary, Directors at Large Martha Alexander, Monica Goldsberry and Jim Rodman. Horticulture Advisor Colleen Miko was unable to attend.

Members in attendance were Becky Croston, Donna Hamilton, Roland Malan and Suzanne Holland.

REPORTS AND ANNOUNCEMENTS

Secretary's Report - Jane Dower

Fred moved that the minutes of the April Board meeting be accepted as written. The motion was seconded by Martha. Motion Carried.

Treasurer's Report – Fred Abrahamson

Through 4/30/2011

- 1. The checking balance is \$8,893.84*
- 2. The savings balance is \$501.13*
- 3. The Money Market balance at Kitsap Credit Union is \$5,539.69*
- 4. The combined CD balance is \$33,397.71*
- 5. Our overall cash resource is \$48,332.37*

Breakdown of CD's as of March 31, 2011

Kitsap Credit Union (01) 9/14/15 \$8,077.75 1.8% interest

Kitsap Credit Union (70) 2/12/12 \$5,101.95 1.8% interest

Kitsap Credit Union (71) 4/7/11 \$10,108.14 1.3% interest

Kitsap Credit Union (72) 7/6/13 \$10,109.87 1.5% interest

Budget vs. Actual 4/30/2011

Through April 30, 2011 we had income of \$18,499.68 and expenses of \$12,655.73 for a positive \$5,843.95. We had \$8,270.85 in expenditures in the month of April. Only \$5,674.02 were related to the Gala.

Prepared by Jane Dower, MGFKC Secretary

Meeting Date: May 4, 2011

The Gala revenue through 4/30/11 was \$17,364.10 and expenses were \$6,484.93 for a profit of \$10,879.17 and still receiving income and a few expenses.

Through March 31, 2011 we had income of \$3,392.59 and expense of \$4,384.88 for a negative <\$992.29>

Notes:

CD # 71 matured on April 7, 2011. The funds were moved to the Money Market account on April 7.

Jim moved that the April Treasurer's report be accepted as written. The motion was seconded by Martha. Motion Carried.

Horticulture Report - Submitted by Colleen Miko, presented by Jim Rodman

MG Training

- April 15th at Olalla, Anna Smith and Heritage Gardens was our last class meeting. One MG did not complete final exam and resigned from the program. All 36 others passed with flying colors.

Learning Gardens

- Working with WSU Pullman on process of creating and/or updating Memorandum of Agreements (MOAs) for MG learning garden locations as well as Accident reporting guidelines.

Clinics

- Clinics are all underway, except Kingston and Bremerton, but all boxes have been picked up.
- Silverdale and Port Orchard clinics held orientation meetings before they opened.
- Planning meetings for each clinic at end of season for suggestions, follow up and budget planning

MG Roster

- The updated Roster was mailed to all MGs. Apologies to MGs who have been inadvertently left off, such as Sharron Etheredge.

From last month's Board Meeting

- I re-sent capital project requests for Blueberry Park, The Heritage Garden and the Olalla Garden via email to every MGFKC Board Member on April 6 requesting "read receipt". I received automatic notification from 2 board members that the email had been read.
- We do have some secure storage in the basement of the Norm Dicks building for totes for auction supplies that can only be accessed by WSU Extension.
- No policy answer yet with regard to recording travel time in volunteer reporting
- Plant sale printing requests completed—500 green sheets, 500 MGFKC applications, posters for MG Sandwich boards, bookmarks, etc.

Upcoming Outreach & Other Events:

- MG Plant Sale May 6, 7
- Kitsap Lake Highly Capable Night, May 10
- Urban Bird Festival, Clear Creek Barn, May 21; Cowling Creek 6/4 & 9/17
- Glenwood Plant Fair, June 4 & 5

Jim commented that the Foundation should review copies of the Garden MOA's.

Seminars/Garden Tours Committee Report - Joyia Rubens

Jim reported for Joyia. The 3rd Wednesday Seminar in May features Tom Bartuska speaking on English Gardens and Landscapes. Tom is a retired architect, landscape designer, and photographer, now living on Bainbridge Island, and his talk promises to be stunningly illustrated.

State Foundation Representative Report - Roland Malan

Roland reported that he will be attending a policies and procedures meeting in Ellensburg. He will provide minutes to the Kitsap County Board. Roland also reported that a state Foundation audit is underway. He is head of the Audit committee, and is creating an audit procedure with the goal of making the next audit more efficient.

Roland suggested that the owner of Red Pig Garden Tools in Boring, Oregon, be a presenter at a Third Wednesday seminar next year. He also recommended that the Flotsam and Jetsam Garden Club of Hansville be asked to co-host the seminar because the presenter will charge a fee (which the Foundation has otherwise avoided paying for the last two years at least).

Gala Report - Arlene West

Arlene will present the April Gala report at the June Board meeting following the Lessons Learned meeting on the 15th of May. The Gala was a smashing success! Thanks so very much to Arlene for her dedication and skill and thanks to all the fabulous folks who helped to create this wonderful event.

Plant Sale/Salvage Team - Becky Croston

Becky reported that Plant sale prep is in full swing and a very successful sale is anticipated. The plant sale will be announced at the Women's event being held at the Fairgrounds concurrent with our sale. Bookmarks with Plant Sale/MG Info will be distributed at the Women's Event.

MG 'green sheets' and native plant sheets will be passed out at the plant sale. Gloves and Soil Enhancement products will be for sale. 150 bags of Soil Enhancement were donated and will be sold for \$1 each.

Jane agreed to take notes at the sale and will describe the primary types of plants for sale with the goal of efficiently providing labels and informative re-usable plant signs for the 2012 sale. Various approaches to creating durable plant labels were discussed.

A plant sale 'wrap up' meeting is tentatively scheduled for May 12.

MC thanked Becky for her Herculean effort and wonderful organizational skills!

Jim moved that all reports be accepted as written. Fred seconded. Motion carried.

UNFINISHED BUSINESS:

Capital Improvements:

On April 6, Colleen emailed 4 requests for capital improvements to the Board. No decisions were made relative to approval of these requests since most Board members were unaware of the email. The requests included :

- \$1100 for Olalla Garden for picnic tables, trellis materials & raised beds
- \$95 for raised beds at Heritage Garden
- \$450 for a shed with lock system at Bainbridge
- \$700 for Blueberry Park for a new tiller and repair of the old tiller

The concept of a Capital Improvement Foundation Budget (separate from the Operating budget) and the method to be used by the Gardens to request capital improvements was discussed at length.

- Judy moved that Fred develop a guide to help the Gardens prepare requests for capital improvements. Jim commented that Colleen, as Horticulture Director, is responsible for providing this type of guide for the Garden Leaders.

- It was noted that we still have not provided a definition of the term “Capital Improvement” to Colleen. Roland stated that capital improvements are depreciable items consequently the term is not appropriate for a non-profit organization. (We don’t pay taxes.) A new term for budget items that don’t support the ongoing maintenance of the gardens should be selected.
- Fred suggested that one-time-only (exceptional budget items) simply be tracked as separate line items rather than create a separate budget. The Garden leaders should include all of their projected needs in their annual budget request. Becky stated that the Horticulture Director is responsible for submitting any emergent requests to the Board for approval.
- Jane commented that our Budget Policy does not appear to provide enough guidance for the basic budget process and should be reviewed and enhanced. Ideally the policy will be comprehensive enough to allow Colleen to create a budget submission procedure for the Garden Leaders.

The ‘Capital Improvement’ discussion was tabled until the June meeting when:

1. Colleen can be included in the discussion
2. Board members have reviewed the Budget Policy and submitted modifications that clarify the budget submission process.

Reimbursement request approvers: Fred received a letter from the Heritage Garden indicating that they would like 5 people to be authorized to approve Reimbursement Requests. Our current Reimbursement form indicates that a Garden Leader is the only garden volunteer that can sign/approve the request. There was no move to change this policy.

Board Insurance: Judith submitted written insurance information to Mary-Cathern for review. Insurance discussion was tabled until the June meeting. Fred reminded us that we budgeted \$500 for liability insurance

NEW BUSINESS:

Nomination Committee: Jim reminded the Board that our by-laws say that the nomination process begins in June. We need to form a Nominating committee. Mary-Cathern encouraged solicitation of nominees from other geographic areas. Currently, six of the seven Board members are from Anna Smith Garden. This led to a discussion of how we could better inform the Foundation members that the Foundation serves the entire county and needs county-wide support. Holding Foundation Board meetings in different parts of the county was discussed but the consensus was that attendance would be very low regardless. We discussed holding Third Wednesday Seminars in different parts of the county and also providing a brief Foundation purpose/achievements/benefits recap at each seminar. The recap was considered a viable option. Mary-Cathern encouraged Garden representative attendance at Board meetings. Jim brought the conversation back to the subject of the Nomination committee and suggested a pep talk and nominee solicitation at each Garden within the next few weeks. He volunteered to deliver a talk at one of the gardens (while assuming others from the Board would step forward to do likewise!). Mary-Cathern will ask Colleen when the Garden volunteers meet and will coordinate the visits. No volunteer emerged to chair the Nomination Committee.

Audit Committee: Martha reminded us that our new Audit policy states that the audit will be done in April or May after submission of annual non-profit tax forms. She stated that we need to form an Audit committee for the 2010 audit now. Fred hasn’t submitted the 2010 tax forms yet. He said that he can support an audit on the 2nd Wednesday in June. Martha asked Mary-Cathern to send a Constant Contact request for Audit volunteers. The 2009 audit was completed by 4 people in 3 to 4 hours.

Accident Reporting: As noted in Colleen's report above, she is working with WSU to update/create MOA's for the Gardens and to ensure clear accident reporting guidelines. A written procedure for reporting injuries at the learning gardens is being pursued.

Meeting was adjourned at 3:05 PM

Thank you to Suzanne Holland for coordinating our refreshments for this meeting!